

King, Valerie A.

From: King, Valerie A.
Sent: Tuesday, January 29, 2002 5:05 PM
To: Baird, Annette M.; Cash, Rose B.; Mawyer, Denise T.; Gygax, Jill; Viol, Brigitte; Baur, Elaine
Subject: February WSA Project Review

Dear all:

Please hold the morning (8:30 am - 11:30 am) of February **20th** (note: this is a change) on your supervisor's schedule for the next WSA project review.

If there is an existing conflict with this date/time, please let me know asap.

Thanks,
Valerie

Elaine, Rose, and Denise: I confirmed with Joy that the RD&E Leadership Forum facilitation training is scheduled to take place that afternoon - if any of your supervisor(s) had been asked to hold that day, please note that there is **not** a conflict with the project review.